Volume: Clinic Services & Management

Citation: National Voter Registration Act and Nebraska NEBRASKA WIC PROGRAM

**Election Act** 

Approval Date: 12/2010

Department of Health & Human Services

**Procedure Title: Voter Registration** 

### **Purpose**

Describe the method used to register voters who apply for/or are clients in the WIC program.

# Voter Registration **Requirements**

The National Voter Registration Act requires that individuals be given the opportunity to register to vote (or to change their voter registration address) in elections for federal office when applying for (or receiving) WIC services.

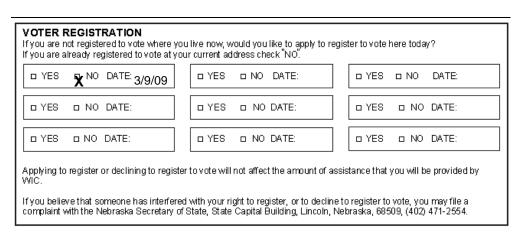
#### Where Found

The WIC Certification Signature Form contains the voter registration declination for the Nebraska WIC Program.

## When to Complete

This area should be completed by the applicant/client at the time of application for program benefits, at each additional certification visit, and each time the client reports a change of address.

# **Completion of Declination Box**



Clients who mark the "YES" box indicating they wish to register to vote should be given a Nebraska Voter Registration Form to complete.

Clients who mark the "NO" box or leave the box blank are considered to not wish to vote.

The Voter Registration declination area on the Signature Form must be completed by the client or responsible party as shown in the example above.

# Clients Who Need Assistance Completing Form

WIC Staff must offer the same amount of assistance, including bilingual assistance when necessary, to individuals in completing a voter registration form as they offer to individuals in completing WIC forms, unless the individual refuses that assistance.

WIC staff who help individuals complete voter registration forms are prohibited from:

- 1. seeking to influence an applicant's party preference or party registration,
- 2. displaying any such political preference or party allegiance,
- 3. making any statement or taking any action whose purpose or effect is to discourage the applicant from registering to vote, or,
- 4. making any statement or taking any action whose purpose or effect is to lead the applicant to believe that a decision whether or not to register has any bearing on the availability of services or benefits.

# **Processing Completed Forms**

Upon completion of the voter registration form the WIC applicant/client may,

- 1. Return it to WIC Staff, or
- 2. Mail it to the election office, or
- 3. Deliver in person to the election office.

Voter Registration Forms which have been completed and returned to WIC staff are to be processed according to instructions from the Nebraska Secretary of State's Office. These instructions are part of the Voter Registration training packet and video.

#### **Ordering Forms**

Voter Registration Forms must be ordered using the WIC materials order form available from the State WIC Office.

#### **Training**

Voter registration training is provided to all staff as part of the WIC Training Clinic. All new staff must view the Voter Registration Training Video at the local agency before attending the training clinic.